

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR III –
Counsel Substitute

SALARY GROUP: B19

DEPARTMENT: Counsel Substitute

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Michael Upshaw DATE: 10/01/2014

POSITION #: 033285

I. JOB SUMMARY

Performs complex administrative and supervisory program work. Work involves establishing program goals and objectives; developing program guidelines, policies, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing budget requests; coordinating program activities; and assigning and supervising the work of others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Plans, implements, coordinates, monitors, and evaluates the Counsel Substitute program operations; coordinates program activities to include making site visits to monitor compliance with policies and procedures; develops and recommends program guidelines, procedures, policies, rules, and regulations; and recommends activities to produce a more effective program.
 - B. Conducts investigations and reviews offender charges; performs disciplinary program compliance reviews; and compiles and analyzes data and operations and prepares reports of findings and recommendations.
 - C. Prepares correspondence, reports, and studies; prepares program budget requests; organizes and maintains expenditure monitoring information; and prepares and oversees the preparation of training and operations manuals, educational materials, and information programs.
 - D. Confers with program staff on program issues and problems to identify and implement solutions; provides training and technical assistance to unit staff regarding policies and procedures; provides training to unit program staff and unit disciplinary hearing officers; and provides liaison with agency departments.
 - E. Assigns and supervises the work of others.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Criminal Justice, or a related field preferred. Each year of experience as described below in excess of the required four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Four years full-time, wage-earning offender case management experience

or

two years full-time wage-earning experience as a Counsel Substitute III or equivalent.
3. Two years full-time, wage-earning experience in the supervision of employees.
4. Offender discipline experience preferred.

B. Knowledge and Skills

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency offender disciplinary process preferred.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in administrative problem-solving techniques.

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9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to prepare and maintain accurate records, files, and reports.
11. Skill to review technical data and prepare technical reports.
12. Skill to develop and evaluate administrative policies and procedures.
13. Skill to train and supervise others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dry atmosphere, excessive or intermittent noise, constant noise, dust, fumes, smoke, gases, slippery or uneven walking surfaces, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, tape recorder, telephone, and automobile.